

Mangere Bridge School
Vision
'Aroha Ako Angitu'
'Together we care, we learn we succeed!'

MBS Board Hui/Meeting
Thursday 14th December 2023
6.30 – 8.30 pm
Venue: School
MINUTES

Time	Item	Summary
6.30 pm	Karakia	HP
	Present / Apologies	Present: BM, SH, DM, PD, HP, NO, FL (from 7.10pm) Apologies:
6.35 pm	Conflicts of Interests	Review new interests register It was noted that a current board member is related to the board secretary.
6.45 pm	Minutes of previous meeting and actions update	Run through action points from last hui: Action points from Monday 20 November Board hui: Interests register: <ul style="list-style-type: none"> ● All members to review new interests register, update as needed <ul style="list-style-type: none"> - see agenda item below. Finance sub-committee: <ul style="list-style-type: none"> ● BM to send draft budget to BOT members prior to next hui - to send by 7 Dec

		<ul style="list-style-type: none">- this was done to Finance Subcommittee only, BM to send to full BOT - see agenda item below.● BM to contact Finance Committee members to arrange a meeting before 7 Dec.<ul style="list-style-type: none">- this was done. <p>Principal's report:</p> <ul style="list-style-type: none">● Include an item on the next agenda to review committees and consider a proposal to appoint sub-committee chairs.<ul style="list-style-type: none">- see item on Board Roles below.● BM to action gift vouchers with Kirstin - BOT approved.<ul style="list-style-type: none">- this was done. <p>Board assurances and policy reviews:</p> <ul style="list-style-type: none">● BOT members to do necessary policy reviews.<ul style="list-style-type: none">- see agenda item below. <p>Te Hiaora discussion item:</p> <ul style="list-style-type: none">● BM to talk to Janelle at Mana Mahi regarding Te Hiaora leadership role - get feedback on job advertisement.<ul style="list-style-type: none">- see in-committee minutes of 5 December hui● BM to provide feedback to BOT on recruitment into release teachers to cover CRT, including this for Te Hiaora.<ul style="list-style-type: none">- see in-committee minutes of 5 December hui● BM to invite Chris France to the next BOT hui and strategic meetings, to provide advice on strategic planning, roles, etc<ul style="list-style-type: none">- NZSTA presence was not required at these meetings.● BM to provide updates to the board on the appointment of leadership roles, and Job Descriptions - including a plan / solutions to add Maori leadership to the school.<ul style="list-style-type: none">- see in-committee minutes of 5 December hui <p>Community consultation</p>
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- Survey to be sent by Friday 24 November, with closing date for responses of Monday 4 December.
- this was done.

Correspondence:

- SH or HP to write to the leaving teachers to wish them well, thank them for their work at MBS
- see action point below.

Board hui dates and times for 2024:

- BM to request Candace to send dates for 2024 meetings.
- see agenda item below.

Reminders:

- BM to email to BOT confirming amount spent on gifts for leaving staff.
- see agenda in committee item below

Actions:

HP to write to Italia before farewell event on Friday 15 December. Other letters have been written.

Motion to approve minutes of 20 November:

MOVED: BM

SECONDED: PD

Unanimously carried.

Action:

Review who has access to drive, investigate possibility of setting up separate folders for IC minutes, and review permissions (e.g. to make/create/delete). Add to a 2024 agenda item. Dale to look into this initially.

		<p>Motion to approve In-Committee minutes of 5 December MOVED: HP SECONDED: PD Unanimously carried.</p> <p>Action: BM TO contact Steph Tawha re BOT and SLT hui with Te Ahiwaru. BOT members to send BM their availability in February 2024.</p>
Sub Committee and Reports		
7.15 pm	Health and Safety Report	<p>Noted that caretaker attended H&S meeting.</p> <p>Key item: resource room update: Old tracks up, mouldy wood removed, MDF tracking laid, more repairs needed to make room watertight, and there is a need to contact property manager, Colin, to proceed.</p> <p>Caretaker seeking quotes to repair urinal.</p> <p>Second quote received for fencing. Wish for speedy approval - or perhaps to seek funding.</p> <p>Fence noted as a H&S risk.</p> <p>Actions in H&S Minutes BM to invite Colin to board hui, to clarify the process for repairs.</p> <p>Action for BOT hui: BM to send Colin's contract to BOT to clarify how process works for repair work.</p> <p>Fencing: Motion to approve fixing the fence for \$12k with the proviso that BOT will apply for funding and seek a significant contribution from the ECE, White Heron.</p>

MOVED: SH
SECONDED: HP
Vote: Four yea; one nay; two abstained.

Action:

BM to approach White Herson regarding tunding contribution.

Other items:

- Plywood will be used to cover holes - art to be added.
- Steps to be fixed.
- Ramp from Te Pane o Mataoho: stairs to be added.
- Health Curriculum Statement has been sent.
- School water bill remains high; school is currently paying average water bill as instructed by Watercare, and keeping Watercare and Ministry informed
- Noted there is a need for Principal and Board to review processes, systems and budget with maintenance items for H&S.
Caretaker needs sufficient resources.
- Noted that H&S assurances in term 4 relate to appointment process: not currently following appointment committee process regarding make up of panel.
- Request to set up sub-committee to look at inconsistencies on appointment process, with HP providing a legal review as a non-committee member (see motion below).

Motion to form sub-committee on Employer Responsibility Policy and all the processes that come under that, inconsistencies, recommendation.

To be made up of FL, NO, PD, BM.

MOVED: NO

SECONDED: FL

Unanimously carried.

		<p>Pool: Noted there are significant repair costs to get pool up to scratch including painting, cover repair. Noted a decision needed as to how to address the pool issues, and costs.</p> <p>One option is mitigation strategies done for term 1 2024.</p> <p>Discussion noted the financial burden of maintenance and repairs, but also the benefits to the school community. Query that if pool is bought up to a good standard, can it provide an income via renting it out.</p> <p>Action: DM to speak with Te Papapa School for input on future options and costs, as they have external pool / swimming options and provide info.</p> <p>Motion to keep pool open for at least term 1 with risk mitigation strategies put in place over summer.</p> <p>MOVED: SH SECONDED: FL Unanimously carried.</p> <p>Motion to approve H&S Report: MINUTES MOVED: SH SECONDED: PD Unanimously carried.</p>
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7.35pm	Finance Report/ Draft Budget 2024	<p>Noted in draft budget, the deficit remains at about \$140k, and there is a need to look at income and expenses.</p> <p>Noted in particular:</p> <ul style="list-style-type: none">- it is a conservative budget based on 310 students (current roll is 341).- there is a need to look at extra roles (.e.g speech therapist)- there is a need for budget reserves- one of the risks of a large deficit is monitoring by the Ministry- the budget does not include costs of fencing and pool- currently no grants included- suggestion to get some external analysis, get basic overview/analysis for BOT, advice from Ministry Advisor. <p>ECE rent</p> <p>Discussion also had around the nominal rent paid by White Heron, based on initial lease document of 2011, rolled over more recently, based on right to renew.</p> <p>Noted need to review leasing agreement, and seek history of lease agreement.</p> <p>HP suggests seeking legal advice about renewal - and whether there is movement.</p> <p>Staff PD</p> <p>Discussion around a whole staff retreat to Waitangi Grounds planned for 2024, with feedback that this should have been brought to the board's attention prior to booking.</p> <p>Principal noted that it is part of PD budget, important for whanaungatanga, wellbeing and decision was within her delegated authority.</p> <p>Board also noted their awareness for need for staff wellbeing and whanaungatanga, however noted the risk in terms of perception, due to costs.</p> <p>Actions:</p>
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		<ul style="list-style-type: none"> - BM to send draft budget to all BOT members, and put together a short narrative around areas in which we have done well, in 2023 - with aim to approve by first meeting of 2024, in Feb. - BM to speak to Ministry advisor about draft budget - to seek advice and input. - BM to seek advice from Ministry advisor on lease terms for White Heron and feedback at next meeting. - Principal and PM to review delegations in 2024, feedback to board for comment and approval. <p>Finance report: October</p>
8 pm	Principal's Report	<p>Principal noted an awesome year, great to celebrate success of children and the learning, noted it was a highlight to be fully staffed.</p> <p>Principal noted her thanks and acknowledgement to leaving staff - Dale, Jordan, Stephe and Italia.</p> <p>BOT member noted concerns over results of attendance report (Everyday Matters), and would like to know more about strategies in place.</p> <p>Member also noted data is tracking below the aims for reading, maths etc and the need to address these.</p> <p>Principal notes that tracking against measurements coming in January (shared via AOV) Member requested more commentary around PB4L reports</p> <p>Member requested more information on the new teachers - wish to receive a bio/blurb</p> <p>Actions: Principal to include strategies in place to raise attendance in next report to the Board. Principal to send small blurb on new staff to Board.</p>

		DM to be invited to next BOT hui as external rep, to speak on data. Motion to approve Principal's report. MOVED: SH SECONDED: PD Unanimously carried.
	General Agenda	
8.15 pm	Policy Reviews and Board Assurances <u>Review Schedule</u>	See H&S Report
8.15 pm	Meeting Dates 2024	Refer to schedule Board Hui Dates 2024 Action: An email conversation to be led by Principal, on any matters that need discussion prior to first meeting of 2024.

8.20pm	Board Roles 2024	<p>Noted that SH has resigned from the Presiding Member role, he will stay on as parent rep.</p> <p>HP has also resigned as a parent rep, and DM as staff rep, as she leaving the school.</p> <p>The role to appoint a new Presiding Member is an NZSTA process to be run by the secretary or someone not running for role. SH ran the process.</p> <p>Nominations: NO (nominated by FL); nomination accepted by NO. BM nominated HP; he declined, as he has also resigned.</p> <p>NO is declared the new Presiding Member. She will be reaffirmed at the first meeting of 2024.</p> <p>Sub-committee roles, deputies will be discussed in Feb 2024.</p> <p>SH noted his thanks and the thanks of the BOT for DM's work as acting principal and DP, and staff rep, and her work on student data.</p> <p>DM has noted she has enjoyed the role.</p> <p>HP also noted BOT's deep gratitude for SH as Presiding Member.</p>
8.35 pm	Exit Interviews	<p>BM has emailed staff to ask if they want an exit interview and who with, with the presiding member copied in.</p>
8.40 pm	Strategic Planning Discussion	<p>Next steps and dates</p> <p>SH notes Te Hiaroa discussions form part of strategic planning, much value to take from hui; and that work will be re-started in early 2024.</p> <p>BM notes 1 March deadline for AOV, to check with the Ministry.</p>

		<p>Actions:</p> <ul style="list-style-type: none"> - NO to email members for half day hui on Strategic planning in January. - BM to check with Ministry on deadlines (see above)
8,45 pm	Correspondence (In/Out/Tabled)	<p>Correspondence received:</p> <p>Resignation from Dale</p> <p>Email received from parents regarding their son's care and education at MBS, with positive feedback.</p> <p>Action:</p> <p>Principal to respond to parents who sent above letter.</p>
8.50 pm	In-committee	<p>There is a policy around leaving staff gifts - noting fairness, school's financial position, nature and value of occasion, and need to reflect precedent.</p> <p>There have been four gifts; spend represents this.</p> <p>To look at policy in 2024, e.g. putting in other guidelines.</p> <p>Action</p> <p>BM to email BOT confirming amount spent on gifts for leaving staff, broken down into each gift.</p>
8.55 pm	Next meetings	<p>Board Hui Dates and times for 2024</p> <p>See agenda item above. Noted there will be a strategic planning day in January (date TBC) and the first BOT hui scheduled for 8 February.</p>
9pm	Reminders	<p>Farewell for staff - Dale, Jordan, Italia and Stephie - Friday 15th December 9.30 am To have a representative from the Board and Te Hiaroa.</p> <p>HP to attend; NO to attend and speak at assembly -</p> <p>End of Year Staff Function Friday 15th December 3 pm</p>
<p><i>Whaia te iti kahurangi, ki te tuohu koe me he maungateitei</i></p>		



9.05 pm	DP role advertisement	<p>DP roles and responsibilities: to support Te Reo Maori, Matauranga, Marautanga, Tikanga. To get this started ASAP, with intention to support kaiako and kaiarahi in Te Hiaroa (and other essential responsibilities).</p> <p>The Appointment Committee may include working on timeframe, advert, conducting interviews, ref checks, staff induction.</p> <p>Noted that it's at point 4 of procedure that an Appointment Committee is formed. Need JD before adverts.</p> <p>Noted that other DP role has to have internal EOIs called for.</p> <p>Appointment Committee to include: PD, NO, BM, DM. Gazette deadline Wed 20 Dec 2pm.</p> <p>BM proposed to extend the current acting DP position for term 1, and the role to be adversity internally, with a call for EOIs.</p> <p>Motion to form an appointment committee to work together to fill the DP role with responsibilities for Te Reo, Tikanga, Matauranga, Marautanga, and other essential responsibilities, to include NO, DM, BM, PD.</p> <p>MOVED: SH SECONDED: HP Unanimously carried</p> <p>Actions:</p> <ul style="list-style-type: none"> - Appointment Committee to work together to put together a JD and advert for Education Gazette end of Tuesday 19 December. - BM to send through Dale's JD.

9.40 pm	KARAKIA	PD